

**F I N A L
REAL ESTATE APPRAISERS BOARD MEETING
MINUTES
MADISON, WI
APRIL 16, 2003**

PRESENT: Patrick Buckett, Sharon Fiedler, LaMarr Franklin, Mark Kowbel

EXCUSED: Roger Roslansky

STAFF PRESENT: Ruby Jefferson-Moore, and Pamela Meicher

GUESTS: Debbie Conrad, WRA

CALL TO ORDER

LaMarr Franklin called the meeting to order at 9:42 a.m. A quorum of four voting members was present.

ADOPTION OF AGENDA

Addition to the Agenda:

Proposed Stipulation – Linda J. Rathmann

MOTION: Patrick Buckett moved, seconded by Sharon Fiedler, to adopt the agenda with additions. Motion carried unanimously.

APPROVAL OF MINUTES (01/15/03)

MOTION: Patrick Buckett moved, seconded by Mark Kowbel, to approve the minutes of 01/15/03 as published. Motion carried unanimously.

ADMINISTRATIVE REPORT

Otis Nickson, Bureau Director introduced himself. He spent the last thirteen years in the social services industry in program coordination. He spent two years at Children's Hospital where he developed and coordinated a violence prevention program for children. Mr. Nickson then worked at the Greater YMCA of Milwaukee where he coordinated and ran the supportive services program for the Housing Board and other programs to support indigent people that were receiving W2 funds through the agency. Otis Nickson looks forward to working with the Board.

Otis Nickson advised the Board that if they have any recommendation for the Board vacancy, they can be submitted to Secretary Donsia Strong Hill, Executive Assistant Christopher Klein, himself or the applicant can submit their resume to the website at www.wisgov.

Secretary Donsia Strong Hill joined the meeting to introduce her staff and provide her vision for the department. Secretary Strong Hill said she is looking towards upgrading IT initiatives by

providing an extranet for Board members. Board members would be able to access the extranet for hearing notices, etc., and the possibility of providing discs and or CD ROMs for Board members to cut down on all the paper being sent out by the department.

The Secretary said she would like to professionalize the staff by providing management and supervisory training to work with all the staff better to provide better services to the Boards.

Secretary Strong Hill said that she is a lawyer by training. The Secretary worked as a municipal finance lawyer preparing bond documents for bond offering for Lambeau Field, Cathedral Place in Milwaukee and renovations for airports and highways. Secretary Strong Hill also worked in government in Washington, Congress, the Whitehouse and the Department of Energy. The Secretary started out in Texas as a Corporate Finance lawyer.

Deputy Secretary Mary Schlaefter is also a lawyer by training and will work to ensure that initiatives are accomplished and over see the day to day operations of the department.

Credentialing Division Administrator Cathy Pond has 35 years of civil service experience and is being appointed from within the Department of regulation and licensing. Ms. Pond began with DRL in 1991 as an Administrative Assistant Supervisor and most recently was central services supervisor for renewals and is currently working to get renewals and applications on line.

Board Services Division Administrator Patricia Hoeft, Division Administrator of Board Services worked most recently as the assistant director of St. Norbert College Alumni and Parent Relations. She is a former commissioner for the Oneida Gaming Commission. Over a ten year period, Ms. Hoeft served in various positions within the Oneida Tribe of Indians including legislative analyst and manager of the Legislative Reference Office.

Division Administrator of Department of Enforcement Sandra Rowe is an attorney and has held state jobs as a rate analyst, an auditor, a budget and policy analyst and various management positions. Ms. Rowe advised the Board that all code books are online.

Division of Management Services Administrator Cris Selin is an information technology professional with 20+ years of experience in business operations and computer system implementations.

The Board discussed their professional backgrounds with the Secretary and her staff.

2002 Meeting Dates

The Board noted the 2003 meeting schedule.

Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules

This was informational only.

REGULATORY DIGEST ARTICLES

Otis Nickson has requested that any updates or articles for the Regulatory Digest should be sent to him.

BOARD MEMBER ACTIVITY

Sharon Fiedler reported that she attended a conference in Baraboo sponsored by the Realtors Association of Appraisers. Questions and concerns discussed included using MLS photos in reports, sale prices, transfer returns including down payments, closing costs, and costs of repairs.

Ms. Fielder will be scheduling a meeting with her local appraiser boards to discuss these issues.

Otis Nickson will put *concessions versus inflated sales prices* on the next agenda.

EDUCATION ISSUES

REPORT OF THE REA EDUCATION ADVISORY COMMITTEE

Mark Kowbel did not attend the committee meeting so Ruby Jefferson-Moore gave the report. Ms. Jefferson-Moore reported that the committee is looking at courses that are repetitive in nature and the issue on repetitive credits is not resolved. Ms. Jefferson-Moore also reported on the recommendations for the AQB 4th Exposure Draft, that Barbara Showers will be sending letters to course providers asking if they still offer their courses and that the committee would like to collect information case studies and see how those can be used for experience requirements.

MOTION: Patrick Bucket moved, seconded by Mark Kowbel to approve the recommendation from the REA Education Advisory Committee regarding proposed revisions of the AQB Real Property Appraiser Qualification Criteria. Motion carried unanimously.

COURSE AND INSTRUCTOR APPROVAL PROCESSES, BARBARA SHOWERS

Real Estate Appraiser Course and Instructor Approval Packet

Dr. Barbara Showers discussed the content of the Real Estate Appraiser Course and Instructor Approval requirements which included the approval process for courses and instructors, what courses are and what they cover and are they current. Dr. Showers will send a letter to all course providers asking if they still offer their courses. If providers do not respond to the letter, the courses will be removed from the approval list.

Wisconsin Real Estate Appraiser Continuing Education Requirements

Dr. Barbara Showers discussed the continuing education requirements for Real Estate Appraisers with the Board. Dr. Showers advised the Board that the requirements for continuing education will soon be on the website and will be published in the Regulatory Digest.

ADMINISTRATIVE RULES

Status Report on Proposal to Increase Experience Hours for Licensed Appraisers

Legal Counsel, Ruby Jefferson-Moore, led the discussion on increasing experiences hours for Licensed Appraisers from 500 to 2000 hours. Secretary Donsia Strong Hill has indicated that she would like more information gathered covering this issue.

The Board noted the letters to DOT and the City of Milwaukee Assessors Offices asking for assistance in providing information that will help the Board and the department to determine options for unlicensed appraisers to acquire complete experience requirements. The Board also noted the letter from Cheryl Bowen asking how she can accomplish her goal of becoming an appraiser. Sharon Fielder volunteered to respond, however, Ruby Jefferson-Moore advised her that the department should respond with input from the Board.

Scope Statement/Proposed Revisions to USPAP 2002

Ruby Jefferson-Moore stated that the process has started to request for consent to incorporate the Uniform Standards of Professional Appraisal Practice (USPAP) by Reference in the Wisconsin Administrative Code under sec. 227.21, Stats.

APPRAISAL SUBCOMMITTEE

Update on ASC Field Review

Ruby Jefferson-Moore advised the Board an ASC audit covering the Wisconsin appraiser regulatory program is held at the department every three years on the odd years. The next audit is scheduled for October 14-15, 2003.

Vicki Ledbetter, Appraisal Policy Manager would like to receive meeting minutes, Wisconsin's appraiser statute and regulations, approved courses and a log of disciplinary cases received to date and their status, prior to their visit.

The ASC hopes to observe a board meeting and share their findings regarding the program with the Board and staff on October 15, 2003.

APPRAISAL FOUNDATION

Appraisal Standards Board

The Board noted the Exposure Draft on proposed revisions to the 2003 Edition of *The Uniform Standards of Professional Appraisal Practice (USPAP)*.

The Board noted the Concept Paper on a Comprehensive Review of STANDARDS 9 and 10. There were no Board comments on the paper.

The Board noted the Concept Paper on the Role of the Department and Scope of Work. Comments need to be collected no later than the next Board meeting. This issue will be added as an agenda item at the next Board meeting to collect any comments.

APPRAISER QUALIFICATION BOARD

Appraiser Qualifications Board's Fourth Exposure Draft/Proposed Revisions to Appraiser Qualifications Criteria

The Board noted the letter from Mary Forseth addressing their comments on the Fourth Exposure Draft on revising the *Real Property Appraiser Qualification Criteria*.

ASSOCIATION OF APPRAISER REGULATORY OFFICIALS

No new information was available at this meeting.

EXAMINATION ISSUES

Update on PSI Contracts

Barbara Showers advised the Board that PSI examiners are out for REA. Promissor currently administers the RE exams and will take on REA exams. PSI has stated that they will coordinate the transfer of the item bank with Promissor. They will also coordinate the transfer of other data and materials, as specified in the contract. Promissor has its own AQB-certified appraiser examinations.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

Patrick Buckett had a question on appraisal access to transfer returns. Ruby Jefferson-Moore said that per statute 77.265 transfer returns are confidential information. After discussion with the Board it was determined that the transfer return form could be used as non-confidential information if the social security number box was not used on the form. Ruby Jefferson-Moore will follow up with DOR and bring back that information to the next Board meeting.

The Board noted the correspondence by Alan Hummel, SA, on appraisal fraud.

PRESENTATION OF PROPOSED STIPULATIONS BY DIVISION OF ENFORCEMENT

No stipulations were presented.

CLOSED SESSION

MOTION: Mark Kowbel moved, seconded by Patrick Buckett, to convene to closed session to consider discipline of persons licensed by the board or the investigation of charges against such persons [s. 19.85(1)(b), Stats.] and, to consider individual histories or disciplinary data [s. 19.85(1)(f), Stats.] Roll call vote: LaMarr Franklin-yes, Patrick Buckett-yes, Mark Kowbel-yes, Sharon Fiedler-yes. Motion carried unanimously.

Open Session recessed at 12:16 p.m.

MONITORING REPORT

ALLEN BAEHR

MOTION: Patrick Buckett moved, seconded by Sharon Fiedler, to approve the continuing education course for Allen L. Baehr. Motion carried unanimously.

KEVIN WALSH

The board will refer Kevin Walsh back to DOE for a new case because he has not complied in with education requirements.

PROPOSED STIPULATIONS

CHERYL OLSON

MOTION: Patrick Buckett moved, seconded by Mark Kowbel, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter concerning Cheryl E. Olson. Motion carried unanimously.

LINDA J. RATHMANN

MOTION: Patrick Buckett moved, seconded by Mark Kowbel, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter concerning Linda J. Rathmann contingent upon her signing the stipulation, subject to changes. Motion carried unanimously.

UPDATE ON CE AUDIT REVIEW INVESTIGATIONS – THEODORE NEHRING

Theodore Nehring reported to the Board that he has five continuing education cases that are open.

RECONVENE TO OPEN SESSION

MOTION: Patrick Buckett moved, seconded by Sharon Fiedler, to reconvene the meeting into open session at 1:21 p.m. Motion carried unanimously.

SUCH OTHER ITEMS AS AUTHORIZED BY LAW

None.

ADJOURNMENT

MOTION: Sharon Fiedler moved, seconded by Patrick Buckett, to adjourn the meeting at 1:29 p.m. Motion carried unanimously.

Next Meeting: 06-18-03